

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 31-1
25 MARCH 1996**

SECURITY

PARKING/VEHICLE REGISTRATION PROCEDURES

REFERENCES: (a) USTRANSCOM Policy Directive (PD) 31-1, Parking Procedures, 1 Oct 94, **hereby canceled.**

(b) Air Force Regulation (AFR) 125-14, Motor Vehicle Traffic Supervision.

A. PURPOSE: This policy directive establishes policy and procedures for USTRANSCOM controlled parking areas at Buildings 1900 and 1961. It outlines responsibilities of the parking lot monitors and other persons designated to enforce parking procedures as prescribed by this directive. Further, it contains procedures for vehicle/carpool registration.

B. APPLICABILITY: This PD is applicable to all persons working in Buildings 1900 and 1961.

C. POLICY AND PROCEDURES:

1. Responsibilities:

1.1. Each Directorate and Direct Reporting Element (DRE) will appoint one primary and one alternate parking lot monitor upon request by the Mobility Protection Branch (TCJ3-OSM).

1.2. TCJ3-OSM will provide training and guidance to individuals authorized to enforce this parking directive. In the absence of the parking lot monitors, TCJ3-OSM shall enforce parking procedures. TCJ3-OSM will also be responsible for vehicle/carpool registration.

1.3. Parking lot monitors shall carry out instructions and enforce parking procedures per this directive and AFR 125-14.

2. Parking Lot Monitor Jurisdiction. This policy shall only be enforced in those areas designated as USTRANSCOM responsibility. These areas are located in the immediate front, rear, and side parking lots adjacent to Buildings 1900 and 1961, and identified by signs.

3. Designated/Reserved Parking :

3.1. "RR" decal spaces designated for O6/GS-15 and above, Command First Sergeant, Civilian of the Year, and Senior and Junior Service Members of the Year.

3.2. Reserved parking for directors or key personnel as determined by the Command Group, Service Member/Civilian of the Quarter, or Government vehicles are marked by the appropriate sign for that specific parking space.

3.3. Motorcycles will only park in motorcycle designated spaces.

3.4. Visitor parking is reserved for visitors to Buildings 1900 and 1961 and is limited to 2 hours.

3.5. Distinguished Visitor (DV) parking. Command Section visitor parking spaces are reserved and controlled by USTRANSCOM Protocol (TCCC-P), Building 1900, extension 6-4098.

3.6. Carpool parking spaces may be used on a first-come, first-served basis by those individuals who have registered a carpool with TCJ3-OSM and received a carpool permit.

3.7. Handicapped parking. Vehicles parking in handicap slots ***MUST*** be transporting the handicapped individual identified on the handicap permit. Vehicles must display one of the following:

3.7.1. State issued handicap license plate affixed to the vehicle.

3.7.2. State issued handicap placard displayed on the dashboard.

3.8. Temporary handicap parking permit will be issued by 375th Support Group, Security Police Administration (375 SPTG/SPAP), Pass and Registration, Building 350, extension 6-2709.

3.9. Prohibited Parking. Parking alongside islands, sidewalks, or in the approach to and exit from loading dock areas is prohibited. Vehicles are only authorized to park in designated white line areas. Loading or unloading from personal vehicles in these areas is permitted for a maximum of 10 minutes.

3.10. Designated Parking. All designated parking as defined, except handicap, military vehicle, and staff car parking, is in effect Monday through Friday, 0700-1630.

4. Enforcement of Parking Procedures. Parking lot monitors will:

4.1. Follow-up on all complaints concerning illegal parking and issue DD Form 1408, Armed Forces Traffic Ticket, as appropriate.

- 4.2. Properly distribute the DD Form 1408 to 375 SPS/SPOL within 24 hours.
- 4.3. Conduct two parking lot inspections daily, one in the morning and one in the afternoon.
- 4.4. Command, Control, Communications and Computer Systems Directorate (TCJ6) parking lot monitors will conduct daily inspections of Building 1961 parking areas. The parking lot monitors for the remaining directorates and DREs will conduct their area inspections associated with Building 1900 on their assigned day:

| DAY | MONITOR |
|------------|----------------|
| MON | TCJ3/J4 |
| TUE | TCJ1 |
| WED | TCJ5 |
| THU | TCJ2/TCIM |
| FRI | TCJ8/TCDC-JS |

5. Armed Forces Traffic Ticket, DD Form 1408:

- 5.1. Parking lot monitors will obtain the Armed Forces Traffic Ticket, DD Form 1408, through their publications and forms subaccount representative (SAR).
- 5.2. A Signature Card, DD Form 577, will be submitted through TCJ3-OSM to 375th Security Police Squadron, Law Enforcement Section (375 SPS/SPOL), extension 6-3674, on persons authorized to issue DD Form 1408. The 375 SPS/SPOL will keep the signature card on file.
- 5.3. The DD Form 1408 is issued in an original with two copies. The original (white) and first copy (yellow) are forwarded to 375 SPS/SPOL for processing. The second copy (pink) is placed on the vehicle. The DD Form 1408 is processed as any traffic citation issued by security police. It is important that only valid citations are issued. DD Form 1408 will be processed per AFR 125-14.
- 5.4. Violators issued DD Form 1408 are not assessed points for nonmoving violations. Once an individual receives three nonmoving violation tickets in a 12-month period, they will lose their base driving privileges for 30 days.
- 5.5. Warning citations are normally issued only as an exception. Generally, if a parking violation is observed, a parking citation (not marked as a warning) is in order. An example of when a warning citation (or simply a courtesy note) might be in order would be when a car is parked in a reserved slot, and leaves or snow have covered the marking "reserved parking," making it invisible to the human eye.

6. Vehicle Registration/Deregistration:

6.1. TCJ3-OSM will only register vehicles that have permanent license plate(s). Vehicles without license plate(s) must be registered by 375 SPTG/SPAP, Pass and Registration, Building 350, extension 6-2709.

6.2. Vehicles are registered for personnel assigned to USTRANSCOM. Information required to register a vehicle are:

6.2.1. Driver's license.

6.2.2. Proof of ownership (i.e., title, registration, bill of sale).

6.2.3. Specific knowledge (year, make, model) of vehicle.

6.2.4. License plate number.

6.2.5. DoD decal number (if one is currently on vehicle).

6.2.6. Proof of insurance.

6.3. All vehicles must be completely reregistered, to include filling out a registration form, whenever any of the following occurs:

6.3.1. An individual's unit or home address has changed.

6.3.2. The year decal has expired or DoD decal has been lost or destroyed.

6.4. Carpool registration. To be considered for a carpool registration, a vehicle must carry a minimum of three persons daily, assigned to or working on Scott AFB. Carpool parking permits will be renewed annually during the month of April.

6.5. Deregistering a vehicle will be accomplished by filling out a registration form and stating that the vehicle is no longer registered in your name. A vehicle is deregistered for the following reasons:

6.5.1. Sale/disposal of a privately owned vehicle (POV). When a POV is sold or disposed of, the DoD registration decal, Scott AFB decal, year decal, and the USTRANSCOM parking sticker must be removed and turned in to either Pass and Registration or TCJ3-OSM.

6.5.2. Permanent change of station (PCS):

6.5.2.1. When transferring to a different unit at Scott AFB or when outprocessing to PCS, inside the Continental U.S. (CONUS), personnel are required to remove the USTRANSCOM reserved parking decal. All other Scott AFB decals are still valid.

6.5.2.2. Outprocessing to PCS, Outside the Continental U.S. (OCONUS). All decals will be removed and returned to 375 SPTG/SPAP or TCJ3-OSM.

D. EFFECTIVE DATE AND IMPLEMENTATION: Effective immediately.

APPROVED BY

SIGNED

HUBERT G. SMITH
Lieutenant General, U.S. Army
Deputy Commander in Chief

OPR: TCJ3-OSM

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCIG, TCIM, TCJA, TCPA, TCRC - 1 each; AMC/PA, AMC/SG, AMC/SP, AMC/SV, AMC/XPMEM, 375 SPS/SPOL, TCJ8, TCSG - 2 each; TCDC-JS, TCJ1, TCJ2, TCJ5, TCJ6 - 5 each; TCJ3/J4 - 13)